Project Status
Information Report

Note: The Department of Transportation, in making this Project Status Information Report available to contractors, assumes no responsibility for its accuracy. No claim will be considered if the contractor relies on this information. This Project Status Information Report is furnished **FOR INFORMATION ONLY** and is not considered as part of the plans, specifications, agreement, or contract.

Project Status
Information Report (PSI)

Georgia Department of Transportation

One Georgia Center
600 West Peachtree NW
Atlanta, Georgia 30308
(404) 631-1990 Main Office
(404) 631-1844 Fax

SolutionCenter@dot.ga.gov
404-631-1220

Project Status Information Report

PSI Overview

Project Status Information or PSI is a reporting tool designed to display the status of projects for the State of Georgia in a user friendly format. Use PSI to see State Project information.

Once you have created your report click the View in HTML format link to view your report in HTML. From the Document drop-down you can Save your report as, Excel, .pdf CSV or CSV with Options.

From View, you can view your Report in: Page mode, Draft Mode, PDF Mode (if you chose to view you report in .pdf mode you will have to change the view back to View in HTML format once you have finished using this mode.) And Left Panel (default mode)

By default User Prompt Information is displayed. From the User Prompt Input drop-down on the left you can also open the Navigation Map by Find.

Your Queried projects display in the list below the User Prompt Input and Advanced fields.

How To Use PSI

Select record information for reporting purposes using PSI. **FYI** you are beginning at the bottom of the list with Vendor first and Contract Last.

Step	Description
1.	Open **PSI**
2.	When the Prompt opens select **Vendor** Values. When the Vendor list displays
3.	In the top portion of the screen starting with the bottom of the list, select the Vendor name and Click the >> to move the selected value to the "Please Select" field.
4.	The Vendor value will be placed to the right of the "Please Select a Value for Vendor at the top of the page and added as part of the hyperlink
5	Select the County and then from the list at the bottom. Select the County from the list or Click "**ALL**" to see all counties. Click the >> to move the selected value to the "Please Select" field.
6	Click the Contract link.
7	Select the Contract from the list or "**All**" to view all contracts displayed. Click the >> to move the selected value to the "Please Select" field.
8.	The Contract value is added to the "Please Select a Value for the Contract
9.	Click the **Run Query** Button.
10.	Query Results are displayed in a New window.
11.	In the top left, Click the "view in HTML link: View in HTML format
12.	New Tool bar is displayed with: Document, View, Find, Undo, Redo, Zoom, and Next and Previous Pages.
13.	The control Tab are now located at the bottom of the page. To Navigate between tabs, click the tab you want to view.
14.	Tab Information: • Milestone Dates • Contract Modification • Payment Information